Form EIA-63A, "Annual Solar Thermal Collector Manufacturers Report," Internet Data Collection (EIA63A-IDC) User's Manual

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TABLE OF CONTENTS

| Overview | 1 |
|---|--|
| Logon Window | 2 |
| Register for a Userid | 3 |
| Forgot the password? | 4 |
| Frequently Asked Questions | 5 |
| Security and Privacy Statement | 6 |
| | |
| CNEAF Help Center | 7 |
| Applications Survey Window | 8 |
| Form EIA-63A, Annual Solar Thermal Collector Manufacturers Report | 9 |
| Company Detail Window | 12 |
| Section 1 and 2 tab | 13 |
| Section 3 | 14 |
| Section 4.1 – 4.6 Tab | 15 |
| Section 4.7 – 4.9 Tab | 16 |
| | |
| Section 6 and 7 | 18 |
| Comments | 19 |
| Process Tab | 20 |
| | Overview Logon Window Register for a Userid Forgot the password? Frequently Asked Questions Security and Privacy Statement User Services Center CNEAF Help Center Applications Survey Window Form EIA-63A, Annual Solar Thermal Collector Manufacturers Report. Company Detail Window Section 1 and 2 tab Section 3. Section 4.1 – 4.6 Tab Section 4.7 – 4.9 Tab Section 5 Tab Section 6 and 7. Comments Process Tab |

TABLE OF FIGURES

| Figure 1. SSO Login Window | 2 |
|--|----|
| Figure 2. EIA Single Sign-On Registration | 3 |
| Figure 3. Forgot Password window | 4 |
| Figure 4. Frequently Asked Questions window | 5 |
| Figure 5. Security and Privacy Statement window | 6 |
| Figure 6. Applications Survey Window | 8 |
| Figure 7. EIA63A Annual Solar Thermal Collector Manufacturers Report main window | 10 |
| Figure 8. EIA63A Annual Solar Thermal Collector Manufacturers Report Detail Window | 11 |
| Figure 9. EIA63A Company Text Only Detail Window | |
| Figure 10. Section 1 and 2 Tab | 13 |
| Figure 11. Section 3 Tab | 14 |
| Figure 12. Section 4.1 – 4.6 Tab | 15 |
| Figure 13. Section 4.7 – 4.9 Tab | 16 |
| Figure 14. Section 5 Tab | |
| Figure 14. Section 6 and 7 Tab | |
| Figure 15. Comments Tab | 19 |
| Figure 16. Process Tab | 20 |
| Figure 17. Error Report | 21 |

1. Overview

The Form EIA-63A Internet Data Collection (EIA63A-IDC) application is used as a webbased front end for the annual renewable survey Form EIA-63A. It provides an efficient and effective method for receiving respondent data via the Internet. Users of the system are classified into a single type of user called IDC Respondents. After entering all appropriate data, the respondent will submit his / her data. On submission, the EIA database will be immediately updated with the respondent's current cycle data. The application performs three types of data editing. The first type of edit is form validation to prevent incorrect or invalid data and data format. The second type of edit is called tier one edits. These edits are performed at the data field level and do not allow the respondent to leave the data field until the data are correct. Data errors are indicated with an informative message describing the type of error that has been made. The third type of error is called tier two edits. These edits are described in Section 4.9. The application allows users to save partially completed forms and submit their data during the specified time that the survey is open. Also, it gives the user the availability of previewing a printer-friendly version of the on-line submission. When the data are received by EIA, an e-mail notification will be sent to the respondent indicating that his / her submission was successful.

It is used by outside users (Survey Respondents) only in collecting and editing survey data from the annual survey Form EIA-63A, "Annual Solar Thermal Collector Manufacturers Report." It is developed using PL SQL Version 8.1, Oracle JDeveloper 9.0.4.1.1 and Java Developer Tool Kit Version 1.4.2. It resides on a web application survey on the EIA Internet Screen Subnet. The software application is scheduled for production release in January 2006. This is the first release and version 1.0 of the application.

2. Logon Window

To access the SSO logon window, the following URL should be entered into the web browser address box: https://signon.eia.doe.gov/ssoserver/login

In order to use the EIA63A-IDC Web application, the respondent must first register and log on to the EIA SSO application. In order to be able to logon, the respondent must receive two e-mails with the logon credentials as well as the link to the application. These e-mails will be developed after the system is released for production and will be included in this document at that point in time. The following links are found on the logon window:

- Register for a Userid
- Forgot the password?
- Frequently Asked Questions
- Security and Privacy Statement
- User Services Center

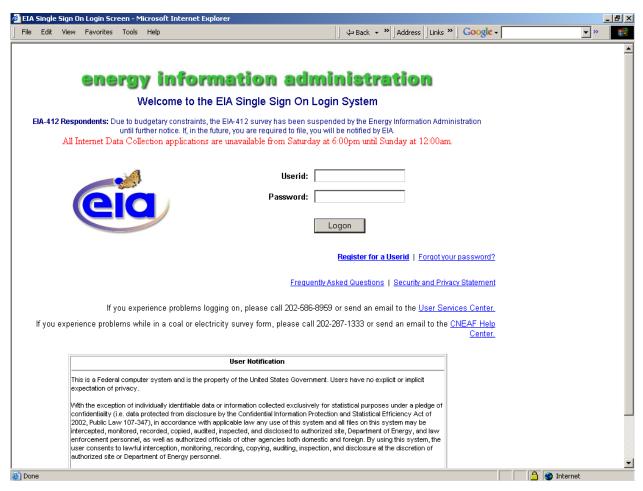


Figure 1. SSO Login Window

2.1. Register for a Userid

This window is used to gather information which is used to assign the respondent's Single Sign-on credentials. The user will fill this form out and click the Submit button.

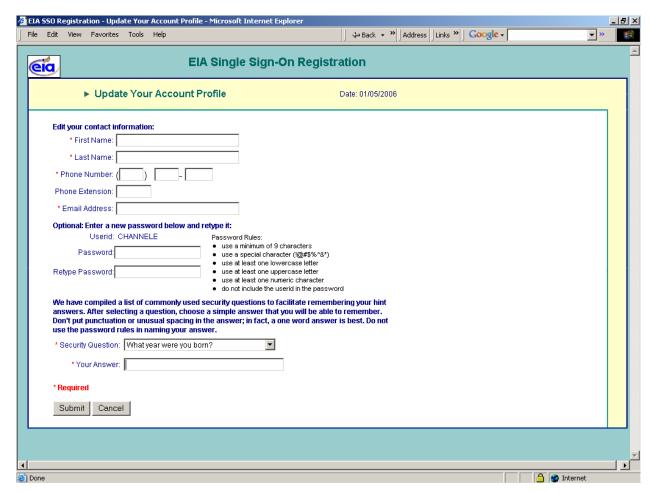


Figure 2. EIA Single Sign-On Registration

2.2. Forgot the password?

This window is used to assign a new password if the original password has been lost or has become unavailable. The user is prompted to answer a secret question that was first determined when he / she was assigned a userid. The user will enter a new password twice following the prescribed formats in the bulleted list below. The user will then click on the Logon button.

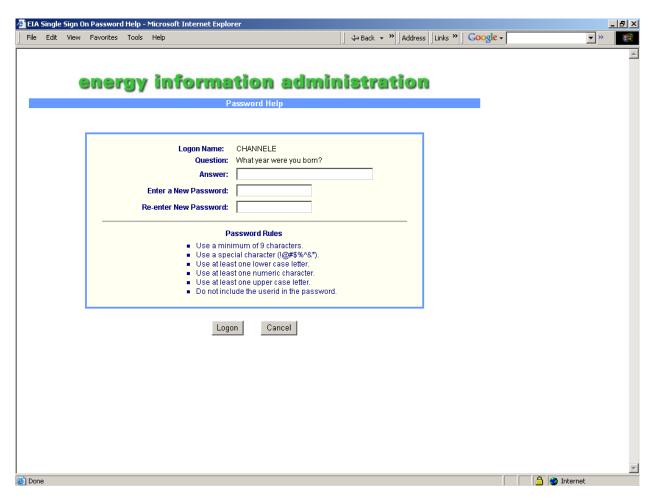


Figure 3. Forgot Password window

2.3. Frequently Asked Questions

This window contains frequently asked questions about the EIA web application and provides answers to those questions.

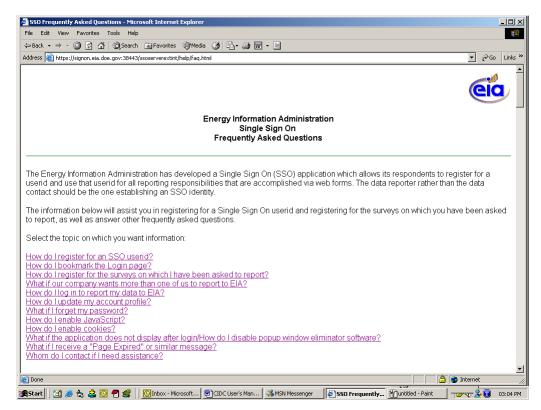


Figure 4. Frequently Asked Questions window

2.4. Security and Privacy Statement

This page contains a security notice and the website privacy policy. We request that the user read all sections to become familiar with security and privacy relating to this website.

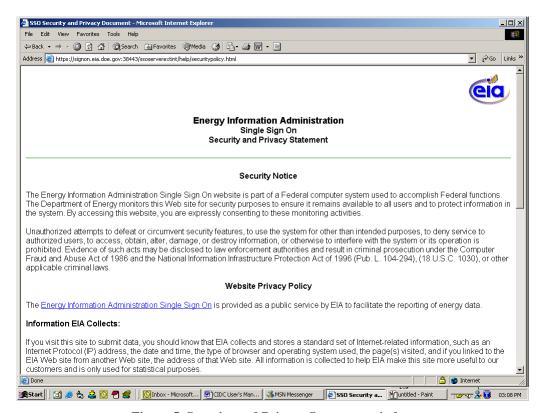


Figure 5. Security and Privacy Statement window

2.5. User Services Center

The respondent will click on this link to send e-mail to the User Services Center. The e-mail subject should be about web-related difficulties or questions and answers not found in the Frequently Asked Questions page. Any other matters not related to the website should not be directed through this e-mail address.

2.6. CNEAF Help Center

The user will click on this link if he / she has specific survey data issues such as a question or problems, including permissions to access specific surveys.

3. Applications Survey Window

The Applications Survey window displays a list of all reports available, including the EIA63A-IDC application. Also available are links for adding coal, nuclear and other survey reporting capability, updating the respondent's account profile and changing the respondent's password.

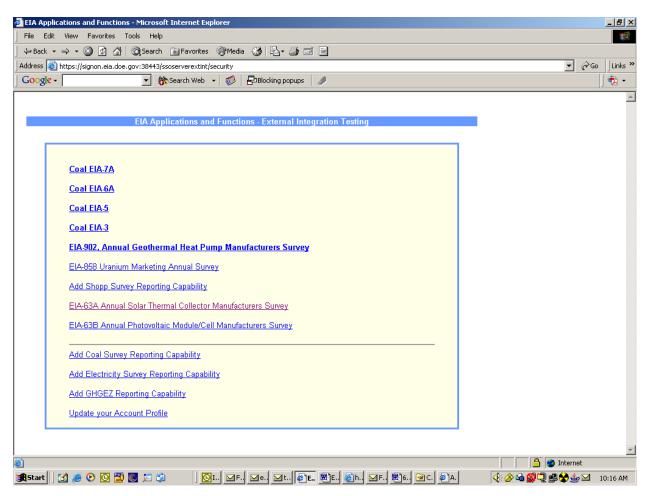


Figure 6. Applications Survey Window

4. Form EIA-63A, Annual Solar Thermal Collector Manufacturers Report.

The Annual Solar Thermal Collector Manufacturers Report main window contains several areas that will be explained.

- 1. There is a popup menu as displayed in Figure 7. To access this popup window, the respondent may use the mouse pointer to move over the report name link (i.e. Select COMPANY) or the picture(s) on the left side of the window to cause the popup menu to appear as in Figure 8. The respondent can then see the Company and percentage of completion for each submission. The respondent can click on any of the COMPANY links to access the detail of the form.
- 2. The Division Director's latest notice regarding the renewable surveys can be found in the middle of the page.
- 3. To read instructions regarding filling out the survey, click the instructions link in the lower right corner of the screen. A window will appear containing instructions on filling out the form.
- 4. To submit feedback regarding the Web site, click the Feedback link at the bottom center of the window. A feedback box will appear allowing the user to submit feedback text.
- 5. To update the user profile, click the link below the Welcome message.
- 6. To view a text only version of the Company ID List, click the "Text only Company Id list" link. (Figure 9)

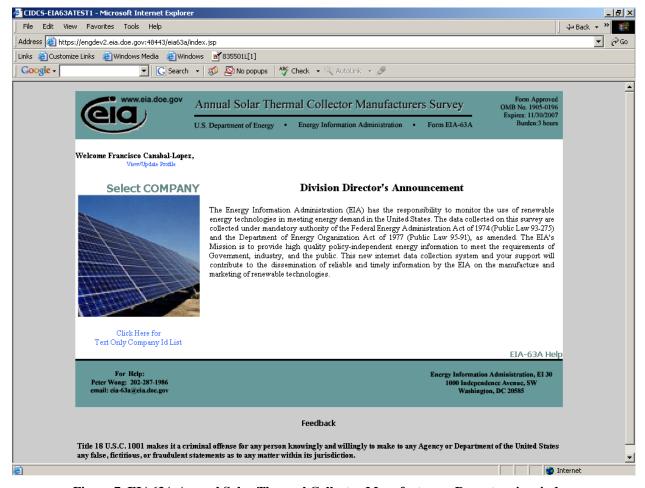


Figure 7. EIA63A Annual Solar Thermal Collector Manufacturers Report main window

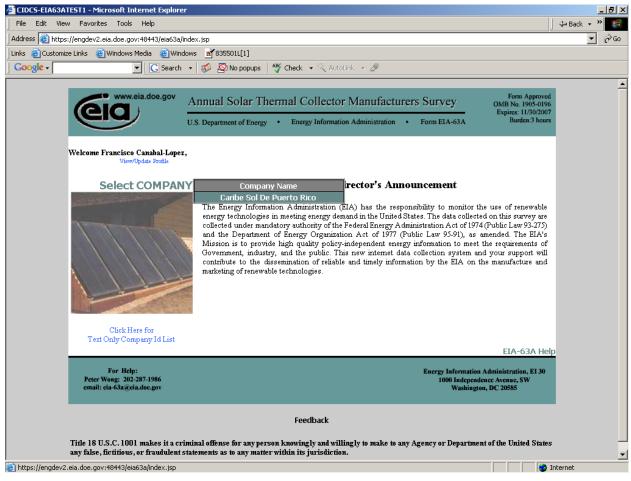


Figure 8. EIA63A Annual Solar Thermal Collector Manufacturers Report Detail Window

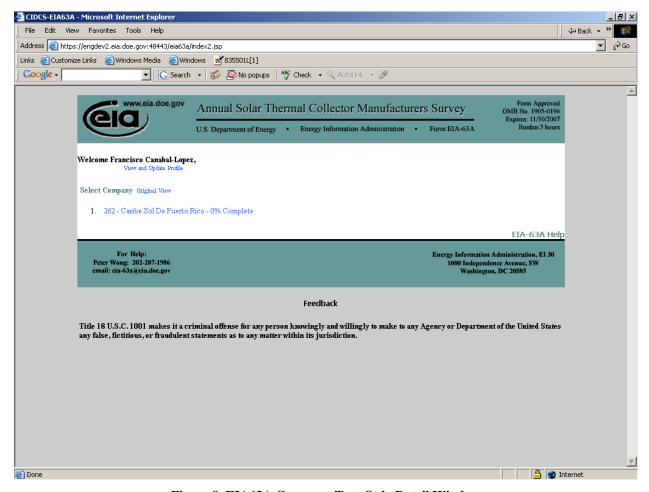


Figure 9. EIA63A Company Text Only Detail Window

4.1. Company Detail Window

After clicking on a Company, the Section 1 and 2 Page will appear (see Figure 10). This page contains all the data elements in section 1 and section 2 of the form.

This page contains tabs to access different sections of the form. Figure 10 shows the upper portion of the form. If the respondent's computer screen setting does not allow for a view of the entire form section on a single screen, the respondent can use the scrollbar located on the right side of the window to scroll down to the end of the displayed window. These tabs correspond to the areas found on the printed version of the form. If a certain section is not required for a particular operation, that portion of the form will be read-only and shaded. A glossary is available for keywords in the form. Each keyword is highlighted in blue. To access the glossary, the user will move the mouse over the blue text. The text will turn red and an underline will appear beneath the text. The user will click on the text and a window will appear explaining the meaning. Each page has a link to go back to the main report page and link for form instructions.

4.2. Section 1 and 2 tab

The user will enter all the information pertinent to the company manufacturing status. If the company address information needs to be updated, the user will click on the link indicated. The company address link is available by clicking on the Update Company Info link in the header of each section.

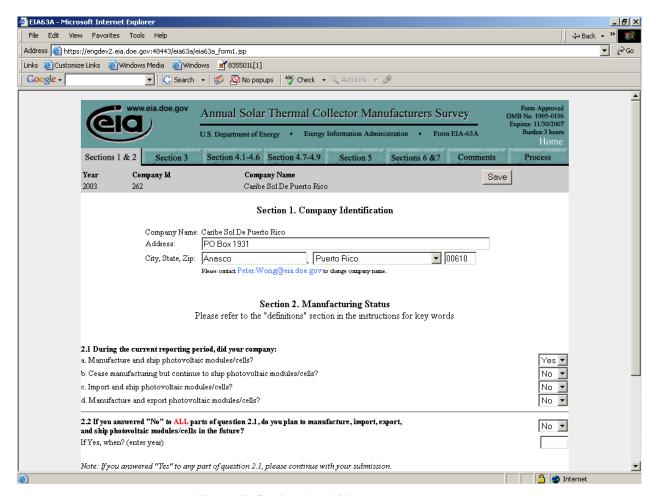


Figure 10. Section 1 and 2 Tab

4.3. Section 3.

The user will enter or indicate all pertinent manufacturer and marketing data information for the company. See Figure 11 for details.

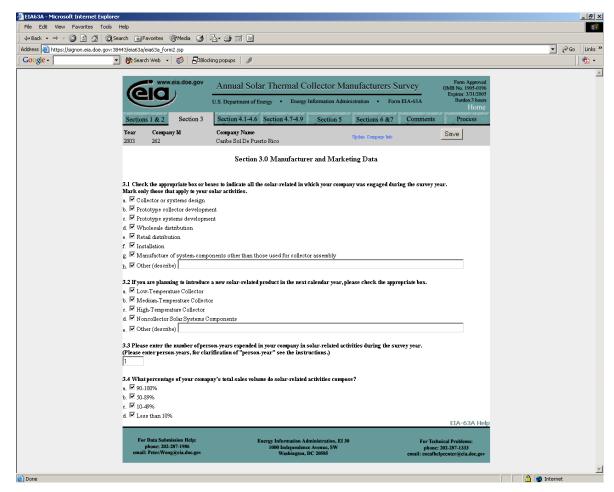


Figure 11. Section 3 Tab

4.4. Section 4.1 – 4.6 Tab

The respondent will enter all information pertaining to the company's solar thermal collector as listed in Figure 12. This tab corresponds to Section 4 of the form, questions 4.1 through 4.6.

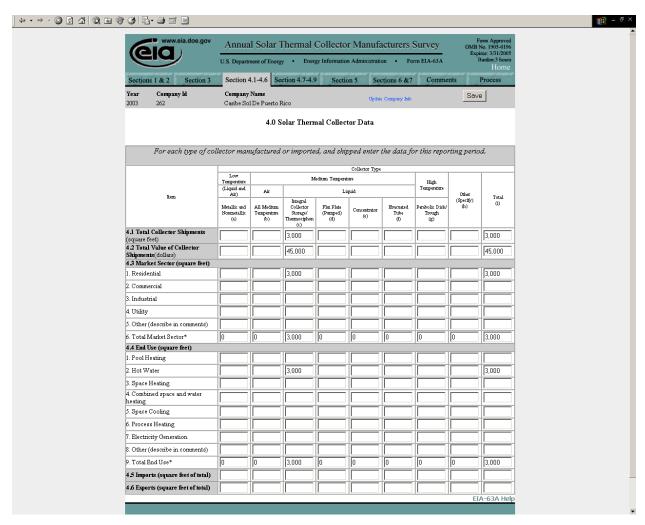


Figure 12. Section 4.1 – 4.6 Tab

4.5. Section 4.7 – 4.9 Tab

The respondent will enter all pertinent information on solar collectors manufactured by the company, including country(ies) of origin, country(ies) of destination for exports and square footage of collectors from Section 4.1 (i) which were shipped.

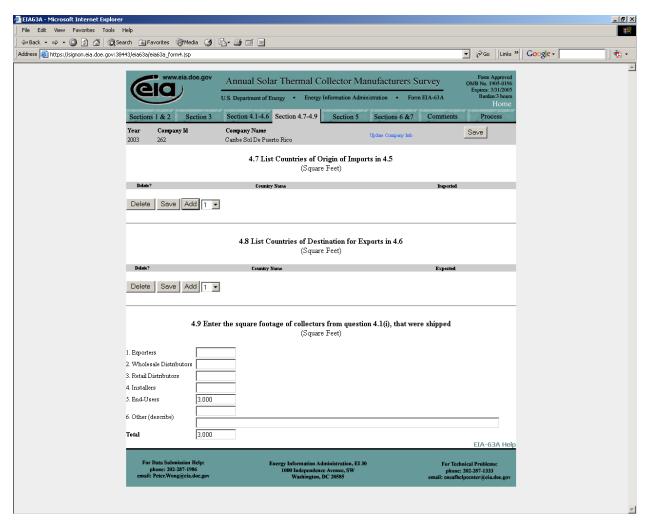


Figure 13. Section 4.7 – 4.9 Tab

4.6. Section 5 Tab

The respondent will enter the data requested on Section 5 of the form for the company as represented by Figure 14.

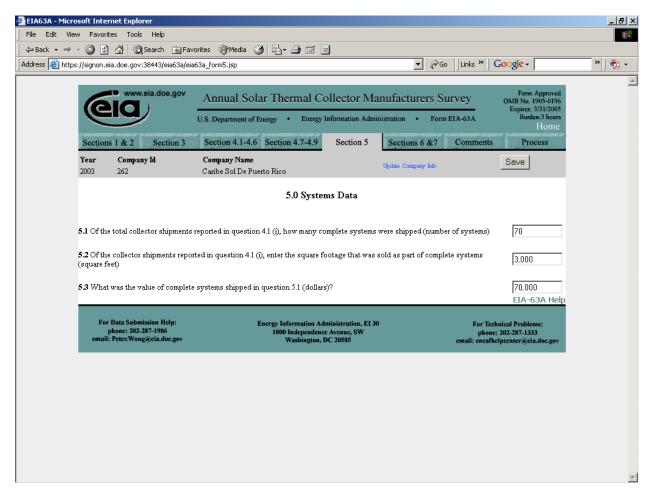


Figure 14. Section 5 Tab

4.7. Section 6 and 7

The respondent will enter the data requested on Section 6 and Section 7 of the form for the company as represented by Figure 15.

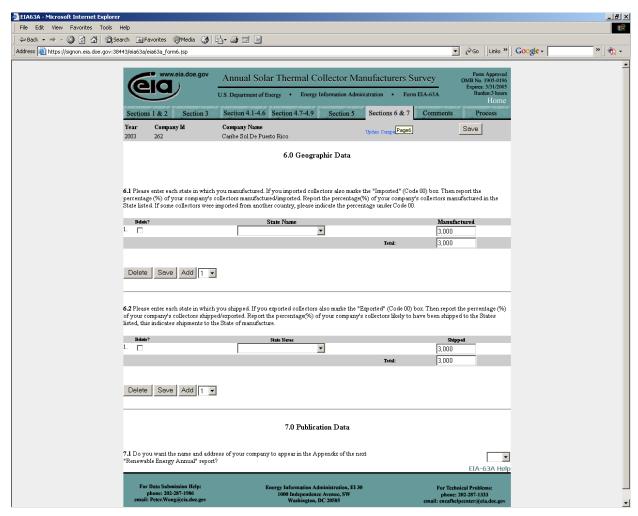


Figure 14. Section 6 and 7 Tab

4.8. Comments

The user will enter any comments he / she feels will clarify entries the user has made.

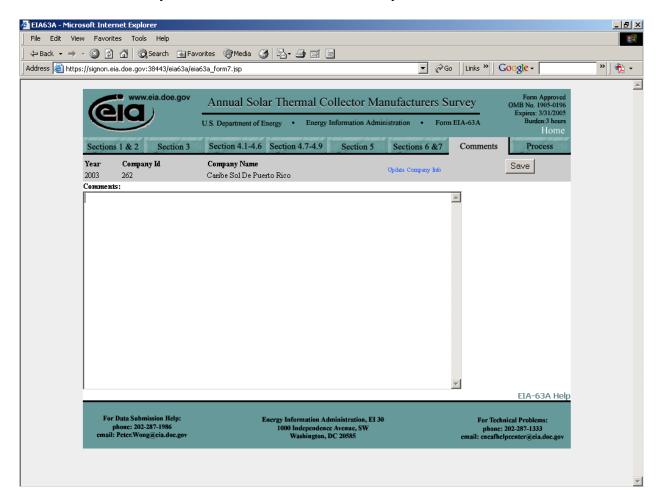


Figure 15. Comments Tab

4.9. Process Tab

The process tab (Figure 16) is the location where the respondent can submit the final form. There are several sections worth mentioning on this tab. By clicking the Preview link, the respondent can view a printable version of the complete form. After previewing the report, the respondent can print the form by selecting File and then Print from the browser's tool bar. There is also a link for errors. By clicking on the Errors link a new window is opened, allowing the respondent to view data errors in the submission. An example error log is shown in Figure 17.

To submit the complete report, the respondent clicks the Process button on the upper left side of the window. After submission, the respondent will receive an acknowledgement e-mail from EIA, indicating that the data have been received. The application will then return to the main window. After opening the Company pop up window, the percentage of completion for this form should show 100 percent. The form has been completed and the respondent may exit the application or continue filling out additional forms for other Company Ids.

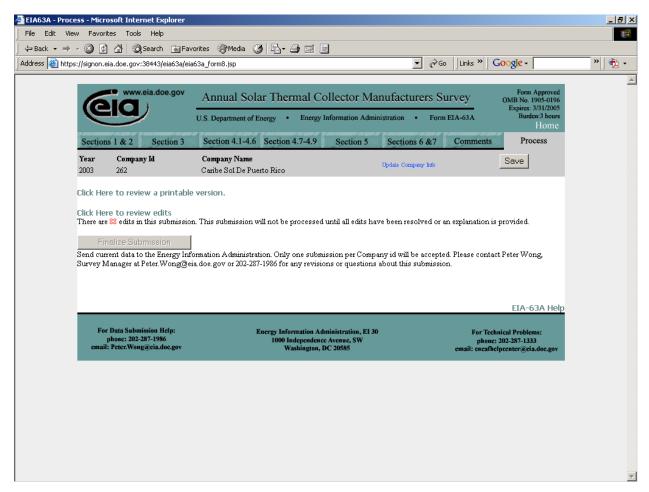


Figure 16. Process Tab

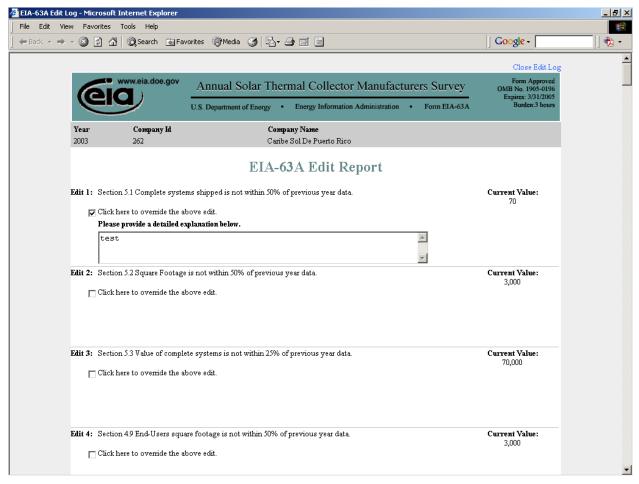


Figure 17. Error Report